

2021 ADS Question Guide  
**Teacher and Administrative Services Induction Programs**

Questions related to enrollment refer to the current academic year 2020-21. Questions related to program completers refer to the prior academic year 2019-20.

Number	General Program Questions	Additional Context and Comments
1	Is your program on the semester, quarter, or another credit system?	Available options are: Semester, Quarter, Other, Not Applicable. Select "Not Applicable" if the program does not use the available options.
2	What is the number of units required for the completion of the program?	The number of units for program completion does not include the number of units needed to earn a degree. It is the number of units required in order for newly enrolled candidates to complete all program requirements and be recommended for the credential or authorization. If the program does not operate in a unit-based environment, enter 0 for this question.
3	In months, what is the expected length of the program if the candidate is enrolled full-time?	The definition for full-time is at the discretion of the institution and the intent of the question is to understand how long, in months, it is expected to take for candidates to finish the program when enrolled full time. The Commission is interested in understanding how long, in months, it is expected to take for candidates to finish the program when enrolled on a full-time basis. For Induction programs, two years should be entered as 20 months.
4	In months, what is the expected length of the program if the candidate is enrolled part-time?	The definition for part-time is at the discretion of the institution and the intent of the question is to understand how long, in months, it is expected to take for candidates to finish the program when enrolled on a part-time basis. If no candidates complete your program in a parttime process, enter 0 for this question.
5	What is the total number of hours of clinical practice required in this program?	Clinical Practice is the time the candidate spends practicing the knowledge and skills they are learning in the program. Induction candidates are in clinical practice when the individual works with their mentor or coach. See <a href="#">Common Standard 3</a> .
6	What is the required minimum GPA for admission, if specified?	The required minimum GPA for admission into the program. Enter "0" if no minimum GPA is required for admission.
7	Out of all applications received, what percentage of applicants were admitted?	Calculate the number of applicants that were actually accepted out of the total received for the reporting year. It is at the institution's discretion on whether the percentage includes partial or only complete applications received.
8	What is the number of mentors/coaches working with enrolled candidates?	Count the number of mentors/coaches who work with candidates for the current reporting year.

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9	What is the number of candidates who are in first year of teaching/leading?	Count the number of candidates who are in their first year of teaching or leading for the current reporting year.
10	What is the number of teachers, serving on a Preliminary credential, teaching in private schools?	<b>Teacher Induction Only:</b> This allows the program to identify how many private school teachers the induction program is supporting.
11	What is the number of candidates who received their preliminary preparation out of country?	<b>Teacher Induction Only:</b> To understand how many candidates in Induction were prepared outside the United States.
12	What is the number of candidates who received their preliminary preparation in a U.S. state other than California?	To understand how many candidates in Induction were prepared in another state.

Number	Candidate Enrollment and Demographics Program Questions	Additional Context and Comments
13	<p>Enrollment</p> <ul style="list-style-type: none"> <li>a. Number of new full-time candidates</li> <li>b. Number of new part-time candidates</li> <li>c. Number of continuing full-time candidates</li> <li>d. Number of continuing part-time candidates</li> <li>e. Number of enrolled candidates holding a General Education credential</li> <li>f. Number of new enrolled candidates holding a Special Education credential</li> </ul>	<p>This question asks programs to identify the candidates who newly enrolled in the program in the reporting year, those who are continuing from a prior reporting year, and about the enrollment status of these candidates (full-time or part-time)</p> <ul style="list-style-type: none"> <li>a. New candidates (those enrolled for the first time in the reporting year) who are moving through the program and are doing so on a full-time basis.</li> <li>b. New candidates (those enrolled for the first time in the reporting year) who are moving through the program on a part-time enrolled basis- this is defined by the institution.</li> <li>c. Total number of continuing candidates (those candidates who enrolled for the first time in a prior reporting year) who are moving through the program on a full-time basis.</li> <li>d. Total number of continuing candidates who are moving through the program on a part time basis.</li> <li>e. Only for Teacher Induction programs.</li> <li>f. Only for Teacher Induction programs.</li> </ul>
14	<p>Number of new candidates by gender</p> <ul style="list-style-type: none"> <li>a. Female</li> <li>b. Male</li> <li>c. Nonbinary</li> <li>d. Decline to State Gender</li> </ul>	<p>Per <a href="#">SB 179</a>, the Gender Recognition Act, individuals have the ability to select female, male, nonbinary or decline to state their gender. If you do not have all this information for 2020-21, enter 0 for the missing data. A zero entry may indicate the institution did not collect the data or the there was no candidate responses to this question.</p>

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15	<p>Number of new candidates by sexual orientation</p> <ul style="list-style-type: none"> <li>a. Heterosexual/Straight</li> <li>b. Gay or Lesbian</li> <li>c. Bisexual</li> <li>d. Not sure</li> <li>e. Other</li> <li>f. Decline to State Sexual Orientation</li> </ul>	<p>Per <a href="#">AB 677</a>, the Commission is required to collect sexual orientation data when demographic data is collected. Candidates may decline to state their sexual orientation. If the program does not collect this data, enter the number of total enrolled candidates in Decline to State response. For additional information, see <a href="#">Coded Correspondence 19-03</a>.</p>
16	<p>Number of new candidates by race/ethnicity</p> <ul style="list-style-type: none"> <li>a. American Indian or Alaska Native</li> <li>b. Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong)</li> <li>c. Black or African American</li> <li>d. Hispanic/Latinx (of any race)</li> <li>e. Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian)</li> <li>f. White</li> <li>g. Two or more races</li> <li>h. Decline to State Race/Ethnicity</li> </ul>	<p>This is candidate self-report data. Each program should make its best effort to provide the data.</p> <p><a href="#">Link to National Guidelines</a></p>

Number	Candidate Attrition Program Questions	Additional Context and Comments
17	<p>Regarding those candidates who left the program during the reporting year without completing the program:</p> <ul style="list-style-type: none"> <li>a. The number of candidates who left the program voluntarily</li> <li>b. The number of candidates who were non-re-elected or left the position</li> <li>c. The number of candidates who were counseled out by the program.</li> </ul>	<ul style="list-style-type: none"> <li>a. A candidate who made the decision to leave before the conclusion of the program (<a href="#">Source: ADS Glossary</a>).</li> <li>b. A candidate whose enrollment in the program was dependent upon their position (i.e. intern) and who was non re-elected or left the position.</li> <li>c. A candidate who was dismissed or withdrew from a program prior to its completion due to the lack of adequate progress. The candidate received advice and guidance regarding the program requirements and on his/her demonstration of the knowledge, skills and abilities required of the credential being sought and the program determined that the candidate was not making adequate progress (<a href="#">Source: ADS Glossary</a>).</li> </ul>

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Number	Prior Academic Year Questions	Additional Context and Comments
18	<p>Program Completion (Total number of completers in the prior academic year)</p> <ol style="list-style-type: none"> <li>Of the total number of completers, how many completed within the expected length of the program?</li> <li>Of the total number of completers, how many completed within one year following the expected completion time?</li> <li>Of the total number of completers, how many completed more than one year after the expected completion time?</li> <li>How many candidates continue to be enrolled two or more years beyond the expected completion date?</li> </ol>	<p>As you answer the 4 questions, think about all candidates who were expected to complete the program at the end of the 2019-20 year and add in any prior year candidates that had not yet completed (<a href="#">See Program Completer definition: ADS Glossary</a>).</p> <ol style="list-style-type: none"> <li>Count all candidates who were expected to complete, and actually did complete, the program in 2019-20.</li> <li>Count the number of candidates from the 2019-20 year who completed the program in 2020-21 and therefore completed within one year of the expected completion time.</li> <li>Count the number of candidates from years prior to 2019-20 who completed in 2020-21 and therefore completed more than one year after the expected completion time.</li> <li>Count the number of candidates from the 2019-20 year and any prior year candidates who have yet completed.</li> </ol>
19	<p>In the prior academic year, how many program completers were eligible for a California credential, but did not apply for a California credential?</p>	<p>Count the number of program completers who did not apply for a Clear California credential.</p>